



Wexford Joint Planning Commission

c/o Cherry Grove Township

4830 E. M-55

Cadillac, Michigan 49601-9332

(231)775-1138x6

planningandzoning@wexfordjpc.org | www.wexfordjpc.org

JUNE 2017

Staff Report

OFFICE: The office is running much smoother since the retention of Assistant Zoning Administrator, Ben Townsend. Although 20 hours per week were anticipated we are currently utilizing him for 12 hours in addition to my 16. We both are in the office and available on Wednesdays - Ben also works on Thursday from 8 until noon, and I work on Friday (and as needed). We are still monitoring customer flow to determine appropriate days / hours for site visits.

- **Laptop Upgrade** - the laptop was upgraded at a cost of \$106.00 to Windows 10 Pro - this upgrade now permits the laptop (the Assistant Zoning Administrator) to network with the main desktop office computer resulting in an increase in productivity.
- All of our files are now being backed up on the Cherry Grove Township off-site server

BUDGET: Received YTD for permits: ~~\$4,240.00~~ 8,960.00

Still Need: ~~Office desk~~ and chair(s)

- **Contract** [Planning and Zoning Administrator & Assistant Zoning Administrator] Planning Commission should **document approval (via the minutes) for the Cherry Grove Township Clerk to pay contracted individuals / companies per the contract prior to specific monthly approval by the planning commission.** Any outside contractors will be made aware of time lines required for invoice payment [Planner of Record / Attorney].
- **Approval Request** [Cadillac News / missed on bill transmittal to Treasurer] \$75.25 X 2 = **\$150.50 (ZBA publication and affidavits)**
- **Approval Request** [Jackpine Business / Office Center] \$89.95 X 2 = **\$179.90 (office chairs / sale)**

Planning and Zoning:

Planner of Record - there were 7 RFQ/RFP's mailed out to selected companies immediately following the May 2017 meeting of the Planning Commission seeking a Planner of Record for the WJPC. A July 11th deadline for a response was presented. We have received one (1) affirmative response and one (1) polite letter informing that they will NOT be submitting a proposal. An RFQ/RFP was presented for your review [Grobbel Environmental]- the Planning Commission should determine how they want to proceed with the interview and hiring process. All proposals are due not later than July 11, 2017 - any proposals received will be posted next month for review.

Planning Commission Notes:

The Planning and Zoning Administrator has been working with a couple of applicants and has had to postpone at least one site plan review because of missing or incomplete information being submitted by the required deadline. Article 94, Section 9402.B.2 states that the '**Commission**' shall publish

policy for when a Medium Site Plan – not drawn for purposes of an Appeal – shall be required to be reviewed by the Commission, and/or a committee of the Commission, or the Zoning Administrator.

One possible solution may be to have the Medium Site Plan reviewed by the Planner of Record, Planning and Zoning Administrator, and the ‘Commission’ representative from the participating municipality in which the use is ‘proposed’.

Having a clear policy can be instrumental in expediting requests that are not considered to have an immediate adverse impact on the character of the surrounding community. The ‘use(s)’ are already ***permitted by right***. Of course, this also depends on the comfort level of the Planning Commission with the abilities of the Planning and Zoning Administrator / Assistant Zoning Administrator, and Planner of Record.

Bob

LAND USE PERMIT ACTIVITY

Permit #	Parcel #	Applicant Information	Use Type	ZONE	TWP	Zoning Comments
LUP31	2409-35-1203	Fischer, Donald	RA	RR	LIB	Adjacent to:2409-35-1201
LUP32	2210-12-1101	Warren, Jane - Martz, Larry [Gen. Cont.]	ND	RR	SEL	Class-A NonConforming
LUP33	2112-16-1201	Letizio, Tony	RA	RR	SOU	Class-A NonConforming
LUP34	2411-LG3-336	Nickerson, Amos and Megan	ND	R1	HAN	
LUP35	2210-FW-0213	Burch, Brian	ND	R2	SEL	Demo - ND - DENIED
LUP36	2210-PL-008	Dickerson, Jacob	RA	R2	SEL	DENIED
LUP37	2211-25-3201	Mikolaczyk, Timothy and Virginia	OTHER	RR	BOO	Electrical to existing dwelling
LUP38	2210-12-2103	Parcell, Susan	RAD	RR	SEL	
LUP39	2211-07-2402	Coyne, bradly	RA	RR	BOO	
LUP40	2311-15-3101	Richards, Jeffery	ND	RR	ANT	and RA
LUP41	2212-06-3101	Knoves, Jeff / Slagle Trout Club	ND	RR	SLA	
LUP42	2410-RETR-11-01	Robson, Michelle	RAD	R1	GRE	
ZBA-2017-01	2210-IS-14	Pankhurst, Sam and Marcia	ND	R2	SEL	
LUP43	2210-CS-29	Dahley, Michael	ND	R1	SEL	
LUP44	2110-CLE-47	Probts, Chris	RAD	R1	CHE	
LUP45	2410-26-3301	Truax, Scott	ND	RR	GRE	and RA
LUP46	2110-30-1301	Yarosz, Robert	RA	RR	CHE	
LUP48	2210-FW-0121	Blanchard, Sheryl	RA	R2	SEL	DENIED
LUP49	2410-25-2205	Scott, Steven - Alwood Enterprises	ND	R1	GRE	
LUP50	2212-35-4303	Telkamp, Dan - BDD Construction	ND	R1	SLA	

